

- 2) Go to **Data > Sort** on the Menu bar, or press the **Sort** icon on the Standard toolbar, to open the Sort dialog.
- 3) On the *Options* tab (Figure 67), choose options including whether to sort on rows or columns. See “Sort options” on page 93 for details.
- 4) On the *Sort Criteria* tab (Figure 68), select the criteria from the drop-down lists. The selection lists are populated from the selected cells.
- 5) Select either **Ascending** order (A-Z, 0-9) or **Descending** order (Z-A, 9-0).
- 6) Click **OK** and the sort is carried out on the spreadsheet.

✓ Note

If any of the cells that you select for sorting are protected and the sheet is protected, then Calc cannot modify those cells and the sort will not be executed. An error message will be displayed to indicate that protected cells cannot be modified. However, it is possible to sort a range containing a row of column labels that are protected, since these are not modified by the sort.

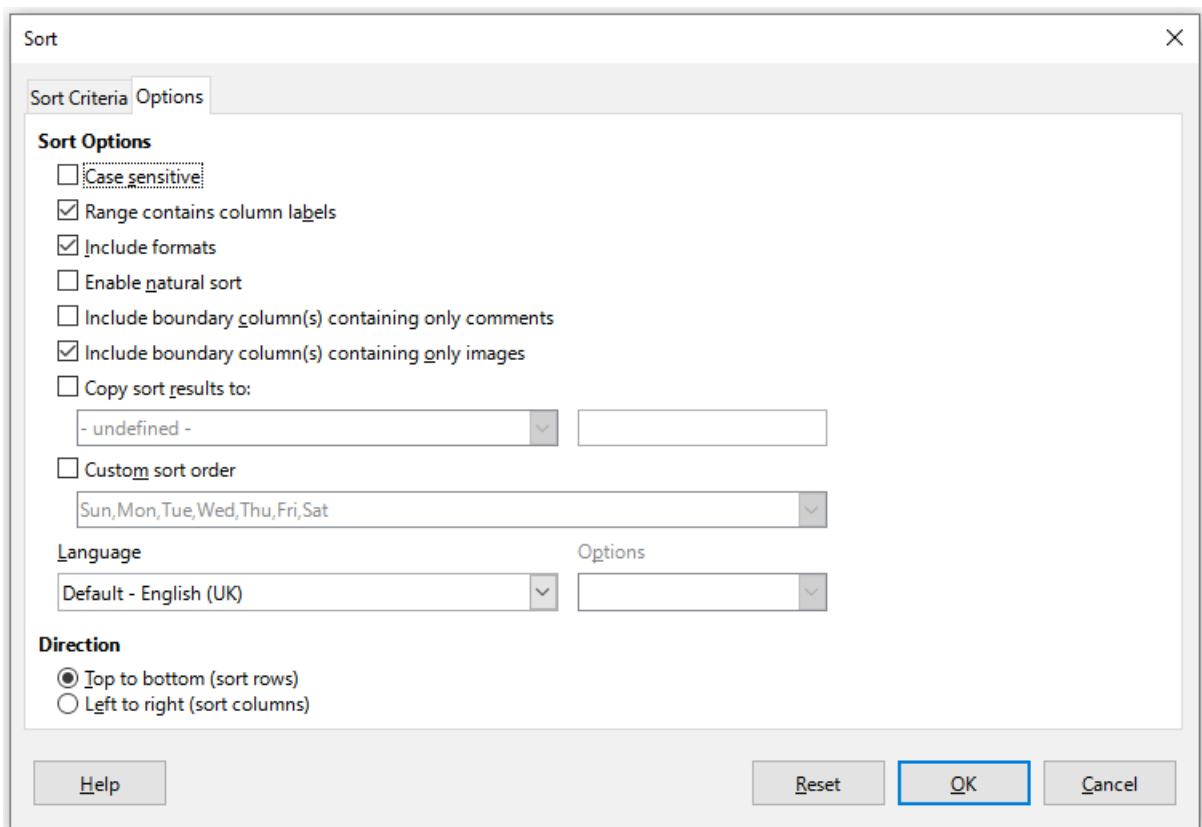


Figure 67: Sort dialog – Options tab